

ON THE JOB

EMERGENCY SUPPLIES KITS

There are several items you should consider stocking for either your work and/or home emergency supply kits: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. For each kit be sure to:

- ☐ Adjust your kit (work and home) based on yours and your family's needs.
- ☐ Store your work kit in a convenient place. Store your home kit in an accessible place known to all family members.
- ☐ Keep a smaller version of the supplies kit in the trunk of your car.
- ☐ Evaluate and re-supply your kit regularly. Re-think your kit and family needs at least once a year (replace batteries, update clothes, etc.). Change your stored water and stored food supply every six months so it stays fresh. For better preservation, keep items in airtight bags.
- ☐ Ask your physician or pharmacist about storing prescription medications.
- ☐ Do not include candles, weapons, toxic chemicals such as household cleaners, or controlled drugs (unless prescribed by a physician).

ON-THE-JOB EMERGENCY SUPPLIES KIT CHECKLIST

Your job as a transit employee encompasses a variety of duties and a unique responsibility for others. It is a good idea to keep the items listed below readily available in case of an emergency. These items can be stowed in your locker or personal vehicle. You can also carry the bare minimum of these items in a small shoulder bag.

Water

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

Food

Keep enough non-perishable food to sustain you for at least one day (three meals). Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

- ☐ Ready-to-eat canned meals, meats, fruits, and vegetables.
- ☐ Canned juices.
- ☐ High-energy foods (granola bars, energy bars, etc.)
- ☐ Vitamins

FOR YOUR CONVENIENCE

The pages of these important Emergency Supplies Kit checklists have been perforated to better assist you whether on the job or at home.

First Aid Supplies

If your employer does not provide first aid supplies, have the following essentials:

- ☐ (20) adhesive bandages, various sizes
- ☐ (1) 5" x 9" sterile dressing
- ☐ (1) conforming roller gauze bandage
- ☐ (2) triangular bandages
- ☐ (2) 3" x 3" sterile gauze pads
- ☐ (2) 4" x 4" sterile gauze pads
- ☐ (1) roll 3" cohesive bandage
- ☐ (2) germicidal hand wipes or waterless alcohol-based hand sanitizer
- ☐ (6) antiseptic wipes
- ☐ (2) pair large medical grade non-latex gloves
- ☐ Adhesive tape, 2" width
- ☐ Anti-bacterial ointment
- ☐ Cold pack
- ☐ Scissors (small, personal)
- ☐ Tweezers
- ☐ CPR breathing barrier, such as a face shield

Tools and Emergency Supplies

- ☐ Emergency Preparedness Guide
- ☐ Flashlight with extra batteries
- ☐ Battery-powered radio with extra batteries
- ☐ Paper plates and cups, plastic utensils
- ☐ Non-electric can opener
- ☐ Personal hygiene items, including toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies
- ☐ Plastic garbage bags, ties (for personal sanitation uses)
- ☐ If you wear glasses, keep an extra pair with your workplace disaster supplies
- ☐ Emergency "space" blanket (Mylar)

Clothing and Bedding

- ☐ A complete change of clothing and footwear, including a long-sleeved shirt and long pants
- ☐ Jacket
- ☐ Blanket
- ☐ Sturdy, closed-toed shoes or boots

Special Items

- ☐ Non-Prescription Medicine—Include pain relievers, stomach remedies, and other medicine you use regularly.
- ☐ Prescribed Medicine—Keep at least a three-day supply of these medications at your workplace. Consult with your physician or pharmacist on how these medications should be stored, and your employer about storage concerns.